

DOE ARRA Amended Local Plan – Cover Page

Due Date

Email To

localplan@csd.ca.gov

Contact for Questions

Agency Name	Self Help Home Improvement Project, Inc.
Contact Person	Keith Griffith
Title	Executive Director
Phone Number	530 378 6904
Email	kgrif@shhip.org

Participation Acceptance

Our agency is interested in participating in the DOE ARRA Program. We certify that we have the capacity to provide the required services within our service territory as outlined in the Local Plan.

Signature	Keith Griffith
Name	Keith Griffith
Title	Executive Director
Phone Number	530 378 6904
Email	kgrif@shhip.org
Date	12/15/09

CSD Approval

Approved by	
Approval Date	

DOE ARRA Amended Local Plan

Instructions

It is important to first read the DOE ARRA Local Plan Instructions provided as a separate document before completing this plan.

General Plan

Describe your current progress towards your local plan goals and ramp-up to increase capacity and outreach in anticipation of receiving the DOE ARRA Production contract.

In response to the increased funding for LIHEAP and the anticipated funding from ARRA, SHHIP has hired five new crew members and four new office staff so that we may begin in-house training and be ready to increase our outreach and installation services in a timely manner.

We have met with several of our HVAC, appliance and other material vendors to inform them of the increased funding and to allow them time to hire and train new employees and in some cases to prevent them from laying off current staff.

We have met with the Housing Authorities in Shasta and Tehama counties, made informational presentations about our available programs to community services agencies such as Senior Citizen groups, Adult Protective Services, Head Start programs, Salvation Army, Northern California Legal Services, Far Northern Regional Services and all minority community service groups. We have sent the five crew members to training.

In reviewing the amount of your allocation, will you be able to build capacity enough to accept and spend the total amount for your entire service area?

yes

If not, what % of the allocation can you accept?

N/A

For multi-county agencies, will you have the capacity to spend funds proportionate to each county's allocation and meet the 50% threshold in each county by the required deadline?

yes

Outreach to Potential Clients

Describe how you will increase your outreach efforts to reach the necessary number of low-income clients needed to meet your ARRA production goals. If you are a multi-county agency, describe how this will be accomplished in each county.

As stated in the General plan, we have already begun outreach in both Shasta and Tehama counties and have contacted Housing Authorities, Asian, Native American and other minority services agencies. We have been and will continue to send out informational brochures, in various languages, to community service agencies in both counties. With the increase in funding and the additional services that will be able to provide, the Redding Record Searchlight in Shasta County and the Red Bluff Daily News in Tehama County, both did full page articles on SHHIP and the programs that we provide. When we receive guidance from CSD we will run Ads in both newspapers about the receipt of ARRA funds and soliciting bids

for materials and specialty contractors.

Identify the main Action Steps required to achieve the goals above utilizing specifics such as timelines, potential partners, marketing plans, etc...

As soon as we receive guidance from CSD we will run newspapers Ads in both counties concerning receipt of ARRA funds and solicit bids for materials and specialty contractors. New staff has been hired and training completed.

Detail progress made in this arena with respect to actual, tangible achievements. Be specific with regards to dates, details, and participants. Nine new staff have been hired and have completed available training in first half of August. We are waiting for guidance from CSD to begin advertising and outreach.

**Outreach to
Elected
Officials**

Describe how you will increase your outreach efforts to educate, and possibly partner with, your local elected officials. If you are a multi-county agency, describe how this will be accomplished in each county.

Letters will be sent to our local Congressman and Senators to inform of the receipt of ARRA Funds.

Identify the main Action Steps required to achieve the goals above utilizing specifics such as timelines, contact people, etc...

Upon actual receipt of ARRA contract letters will be sent to our local elected Officials.

Detail progress made in this arena with respect to actual, tangible achievements. Be specific with regards to dates, details, and participants. Upon actual receipt of ARRA contract letters will be sent to our local elected Officials.

**Outreach to
Potential
Partners and
Community**

Describe how you will increase your outreach efforts to educate and inform the community at large and create an environment that fosters partnerships in your local community. If you are a multi-county agency, describe how this will be accomplished in each county.

We have met with the Housing Authorities in Shasta and Tehama counties, made informational presentations about our available programs to community services agencies such as Senior Citizen groups, Adult Protective Services, Head Start programs, Salvation Army, Northern California Legal Services, Far Northern Regional Services and all minority community service groups.

As stated in the General plan we have already begun outreach in both Shasta and Tehama counties and have contacted Housing Authorities, Asian, Native American and other minority services agencies. We have been and will continue to send out informational brochures, in various languages, to community service agencies in both counties.

Identify the main Action Steps required to achieve the goals above utilizing specifics such as timelines, contact people, etc...

We have advertised in both county newspapers.

Detail progress made in this arena with respect to actual, tangible achievements. Be specific with regards to dates, details, and participants.

We have met with the Housing Authorities in Shasta and Tehama counties, made informational presentations about our available programs to community services agencies such as Senior Citizen groups, Adult Protective Services, Head Start programs, Salvation Army, Northern California Legal Services, Far Northern Regional Services and all minority community service groups.

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**Quality
Assurance**

For each question in this section, provide a comprehensive narrative on your current processes and what changes you will make to increase the oversight of program staff and subcontractors to ensure that:

Only eligible households are served and that priority will be given to vulnerable populations and those with high energy burden per DOE regulations.
New Clients not previously weatherized under LIHEAP or DOE are prioritized by

Energy Burden, Health & Safety, Elderly, and Families with small children and Disabled. Household with vulnerable populations and high energy burden households will be prioritized as stated above.

Only feasible measures are installed, all measures billed to CSD were installed, and workmanship meets CSD standards.
We take into consideration the whole house approach to increase the total household energy efficiency including heating and cooling and the installation of measures that provide maximum benefit to the client. All of SHHIP's crew staff has been trained in proper installation of all weatherization measures as required by CSD. 100% of ARRA jobs will be post inspected.

All records meet CSD standards, billing is accurate and truthful, and reports are submitted on time.

Every year our books are audited by an independent CPA firm in accordance with auditing standards generally accepted in USA. We believe that the auditors report provides a reasonable basis for our opinion that all our billing is accurate and reports are submitted in a timely manner.

Describe in detail the applicable Action Items that will need to be addressed in order to achieve compliance in the above three areas. Specify how these action items will be achieved through the concepts of who is responsible, how and when the actions will occur, and why the action is important.

All Inspectors and Assessors have received the approved training from RHA to ensure that all Jobs meet DOE guidelines.

Workforce Development

Enter the total number of in-house employees currently working in CSD weatherization and HCS programs in the following positions. Count each employee only once. If only a portion of an employee's time is charged to the program, count that person as one.

Position	Total
Admin / Fiscal	4
Program Management	1
Program Support	1
Intake	2

Outreach	1
Other -	8

Enter the total number of subcontracted employees currently working in CSD weatherization and HCS programs in the following positions. Count each subcontracted employee only once. If only a portion of an employee's time is charged to the program, count that person as one.

Position	Total
Admin / Fiscal	
Program Management	
Program Support	
Intake	
Outreach	
Other -	6

Describe your plans for building up your in-house workforce to meet the capacity needed to perform the ARRA program.
We have already added nine new employees to our in-house workforce to meet the capacity needed for the ARRA program and have begun training.

Describe how you will develop partnerships with local workforce investment advocates in order to achieve the objectives outlined above.
We have already added nine new employees to our in-house workforce to meet the capacity needed for the ARRA program and have begun training.

Provide a timeline that corresponds to the above workforce development plan.
We have already added nine new employees to our in-house workforce to meet the capacity needed for the ARRA program and have begun training.

Describe your plans for building up your workforce by outsourcing to meet the capacity needed to perform the ARRA program.

We already outsource and will continue to outsource the installation and repair of heating systems, the installation and repair of cooling systems, and the delivery and installation of appliances.

Describe your action plan for outsourcing, including a description of the RFQ/bidding process, how interested parties will be informed of this opportunity, and provide a timeline for aligning subcontractors to provide timely delivery of services. Also describe your action plan for oversight of subcontractors. We have published the RFQ in the newspapers in both counties. We will inspect 100% of jobs to ensure that subcontractor work meets CSD & DOE standards.

If you are not outsourcing any of your workforces, explain why.

N/A

**Other
Subcontracting**

Describe your plans for procuring of material goods and services from third parties, how the agency plans to inform interested parties within the local community of subcontracting opportunities, and your action plan for oversight of subcontractors. We have published the RFQ in the newspapers in both counties. We will inspect 100% of jobs to ensure that subcontractor work meets CSD & DOE standards.

**Vehicle &
Equipment over
\$5,000 per Unit**

If you are planning on charging any portion of vehicle and equipment purchases to ARRA, enter the following information related to these purchases. This will require DOE approval.

Item	Quantity	Est. Cost
Utility Trucks	2	56,000

Barriers

Identify any barriers that you feel you may face in meeting the requirements of ARRA (subcontracting, workforce development, outreach & marketing, quality assurance and oversight, compliance with DOE requirements, fiscal requirements and reporting, performance).

At present none.

Describe what assistance you will need from CSD.

As always their cooperation and guidance.

Attached Document Checklist

Document	Attached?
Ramp Up Schedule	yes
Field Staff Training Logs for Agency Staff & Subcontractors	yes
Diagnostic Equipment Log	yes
Disclosure of Findings	
Disclosure of Legal Proceedings	

Comments

Enter any comments you wish to make relative to the Local Plan and ARRA.

EXHIBIT B
(Standard Agreement)

(2009 DOE WAP AMENDMENT 2)

DOE ARRA LOCAL PLAN - ADDENDUM II

RAMP UP SCHEDULE												
Agency: Self Help Home Improvement Project.												
		2009			2010			2011			2012	
Unit Production by County	Total	7/1 - 9/30	10/1 - 12/31	1/1 - 3/31 see note	4/1 - 6/30	7/1 - 9/30 see note	10/1 - 12/31	1/1 - 3/31	4/1 - 6/30	7/1 - 9/30	10/1 - 12/31	1/1 - 3/31
Shasta	370	0	0	0	37	37	49	50	55	55	50	0
Tehama	150	0	0	0	17	17	17	16	17	17	16	16
	0											
	0											
	0											
	0											
	0											
	0											
Total	520	0	0	0	54	54	66	66	72	72	66	16
Total Expenditures by County	Total	7/1 - 9/30	10/1 - 12/31	1/1 - 3/31	4/1 - 6/30	7/1 - 9/30	10/1 - 12/31	1/1 - 3/31	4/1 - 6/30	7/1 - 9/30	10/1 - 12/31	1/1 - 3/31
Shasta	1933182	69530	14348	205555	205555	205555	205555	250000	263542	263542	250000	0
Tehama	777585	0	0	94445	94445	94445	94445	80000	81458	81458	80000	76889
	0%											
	0%											
	0%											
	0%											
	0%											
Total	2710767	69530	14348	300000	300000	300000	300000	330000	345000	345000	330000	76889
Job Creation - Agency	Total	7/1 - 9/30	10/1 - 12/31	1/1 - 3/31	4/1 - 6/30	7/1 - 9/30	10/1 - 12/31	1/1 - 3/31	4/1 - 6/30	7/1 - 9/30	10/1 - 12/31	1/1 - 3/31
Admin / Fiscal	0											
Program Management	0											
Program Support	3	1	1	1								
Intake	0											
Outreach	0											
Field Supervision	0											
Assessors / Inspectors	0											
Crew Leaders	1	1										
Crew Members	3	2	1									
Other -	0											

EXHIBIT B
(Standard Agreement)

RAMP UP SCHEDULE		2009		2010		2011		2012	
Agency: Self Help Home Improvement Project,									
Total	7	4	2	1	0	0	0	0	0
Job Creation - Subcontractors	Total	7/1 - 9/30	10/1 - 12/31	1/1 - 3/31	4/1 - 6/30	7/1 - 9/30	10/1 - 12/31	1/1 - 3/31	4/1 - 6/30
Basic Weatherization	0								
Specialty	0								
Other -	0								
Other -	3	3							
Total	3	3	0	0	0	0	0	0	0
Vehicle & Equipment Purchases	Total	7/1 - 9/30	10/1 - 12/31	1/1 - 3/31	4/1 - 6/30	7/1 - 9/30	10/1 - 12/31	1/1 - 3/31	4/1 - 6/30
Vehicles	2			2					
Equipment -	7								
Equipment -	6								
Equipment -	6								
Equipment -	0								
Total	21	0	0	2	0	0	0	0	0

Comments:

Instructions

- These schedules replace all previous ones submitted as part of the DOE ARRA Local Plan.
- CSD will be reviewing the aggregate totals on a statewide basis to determine if the State will attain the 30% of estimated completed dwellings by 9/30/10.
- If agency can not forecast any activity in the 3rd quarter (Jan - Mar 2010), specific reasons must be given in the comments section above. Please bear in mind that DOE and the administration have expressed that they want states to spend out as quickly as possible and that each agency should put their best estimate forward.
- Base estimates for unit production on current DOE measures, reimbursement rates and historical data.
- The formulas for calculating the average cost per unit and the health and safety measure maximum are included in this addendum.

Expenditures by County -

- Enter the name of each county in your service territory on separate lines.
- For each county, enter the percentage of funds you plan to expend by the end of each quarter.

Unit Production By County -

- Enter the name of each county in your service territory on separate lines.
 - For each county, enter the number of units you plan to complete by the end of each quarter.
- Job Creations - Agency -
- Enter the number of employees by category that you estimate will be hired each quarter.

EXHIBIT B
(Standard Agreement)

(2009 DOE WAP AMENDMENT 2)

RAMP UP SCHEDULE

Agency: Self Help Home Improvement Project.

- Categories - If a new hire fits into more than one category, count the person only once. Place them in the category that requires the most training per the proposed training coursework in the instructions.

Job Creations - Subcontractors

- Enter the estimated number of jobs that will be created by contracting with subcontractors for both basic wx and specialty work.
- To help determine the number of jobs, base your estimate as if you were doing a direct hire rather than subcontracting.

Vehicle & Equipment Purchases over \$5,000 per Unit

- Enter the quantity of vehicles and equipment in the quarter you are planning to make the purchases even if only a portion of the purchase will be charged to ARRA.

Note: Although this sheet is protected, there is no password. To remove the protection, go to Tools, choose Protection and lastly choose Unprotect Sheet.

2009	2010	2011	2012

DIAGNOSTIC EQUIPMENT LOG

Agency: Self Help Home Improvement Project, Inc.
 Subcontractor:

Make / Model	Probe Extension Present?	Analyzer Acquisition Date	Analyzer General Condition	Date Analyzer Last Sent to Manufacturer?		
CO Analyzers						
Bacharach/Fyrite Pro	No	01/06/09	Non-op	10/15/08		
Bacharach/Fyrite Tech	Yes	Feb'08	Good	in-house		
Bacharach/Fyrite Tech	Yes	Feb'08	Good	in-house		
Bacharach/Fyrite Tech	Yes	April'09	Good	N/A		
Bacharach/Fyrite Tech	Yes	April'09	Good	N/A		
Bacharach/Fyrite Tech	Yes	April'09	Good	N/A		
Bacharach/Fyrite Tech	Yes	April'09	Good	N/A		
How many additional CO analyzers will you be purchasing for ARRA?						
Blower Make / Model Number / Color	Acquisition Date (or date updated whichever is later) of Blower Door (excluding gauge)	General Condition of Blower/Frame/ Panel/Controller	Gauge Make / Model / Type	Acquisition Date of Gauge	General Condition of Gauge	Date Gauge Last Sent to Manufacturer?
Blower Doors						
Minneapolis/Red	March'92	poor	Minneapolis	March'92	poor	N/A
Minneapolis/Red	March'92	poor	Minneapolis	March'92	poor	N/A
Minneapolis/Red	March'92	poor	Minneapolis	March'92	poor	N/A
MBD/M3/AL540-94/DG-7	May'09	Excellent	MBD	May'09	Excellent	N/A
MBD/M3/AL540-94/DG-7	May'09	Excellent	MBD	May'09	Excellent	N/A
MBD/M3/AL540-94/DG-7	May'09	Excellent	MBD	May'09	Excellent	N/A

How many additional blower doors will you be purchasing for ARRA?						
Blower Make / Model Number / Color	Acquisition Date (or date updated whichever is later) of Duct Blaster (excluding gauge)	General Condition of Duct Blaster (excluding gauge)	Gauge Make / Model / Type	Acquisition Date of Gauge	General Condition of Gauge	Date Gauge Last Sent to Manufacturer?
Duct Blasters						
Minneapolis/Series B	01/01/09	Good	Minneapolis DG 700	01/01/09	Good	N/A
Minneapolis/Series B	02/01/07	Good	Minneapolis DG 700	02/01/07	Good	10/01/08
Minneapolis/Series B	02/01/07	Good	Minneapolis DG 700	02/01/07	Good	10/01/08
Minneapolis/DG700	09/02/09	Good	Minneapolis DG 700	09/02/09	Good	N/A
Minneapolis/DG700	09/02/09	Good	Minneapolis DG 700	09/02/09	Good	N/A
Minneapolis/DG700	09/02/09	Good	Minneapolis DG 700	09/02/09	Good	N/A
How many additional Duct Blasters will you be purchasing for ARRA?						

Instructions

Complete this form for your agency including all equipment you have whether or not you are currently using it in the field.

Complete a separate form for each subcontractor who performs basic weatherization services for your agency. This does not include subcontractors who are CSD service providers.

Acquisition Dates -

- If you do not have the acquisition date, please provide an approximate year that you purchased the equipment.

CO Analyzers -

- Last Calibration by Whom? - If the equipment was calibrated by an employee in-house using a kit, enter "In-House". If it was sent out to the manufacturer for calibration, enter "Manuf".

- Date Last Sent to Manufacturer - Enter the date that the equipment was last sent to the manufacturer for calibration, repair or any other reason. If you have not sent the equipment to the manufacturer since you acquired it, enter "N/A".

Blower Doors & Duct Blasters -

- Date Gauge Last Sent to Manufacturer? - Enter the date that the gauge was last sent to the manufacturer for any reason. If you have not sent the equipment to the manufacturer since you acquired it, enter "N/A".

Future Purchases -

- Be certain to answer this question after each type of equipment. This will help CSD in negotiating some bulk purchase rates.

Note: Add more lines when necessary. The form is protected without a password. To remove the protection, go to Tools, choose Protection and lastly choose Unprotect Sheet.